



HIGHWAY MAINTENANCE SUPERVISOR I (OC)

NYS #60057680 RC/EL #26029010

Examination to be held **April 18, 2026**; Last filing date **March 9, 2026**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Town of Clarkstown, Town of Haverstraw, Town of Orangetown, Town of Ramapo and Town of Stony Point.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency or agencies listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$83,212.00 annually for a 40-hour work week with Town of Orangetown. Salary will be prorated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is an entry-level supervisory position responsible for leading and overseeing a work crew engaged in highway, street, road and related public works maintenance and construction activities. The work involves assigning, directing and inspecting tasks ranging from unskilled to skilled labor and includes hands-on participation in field operations and the operation of a variety of motorized vehicles and equipment. The work is performed under the general supervision of a higher-level supervisor or administrator and supervision is provided to others. Employees in this class may be required to work outside normal working hours during emergencies. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, one (1) year of which involved providing work direction to others; or
2. An Associate's degree in Civil Engineering Technology, Highway Engineering Technology, Transportation Technology or comparable degree and three (3) years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities, one (1) year of which involved providing work direction to others; or
3. A Bachelor's degree or higher in Civil Engineering Technology, Highway Engineering Technology, Transportation Technology or comparable degree and one (1) year of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities which also involved providing work direction to others.

NOTES:

1. Additional years of paid work experience in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities may be substituted for schooling on a year-for-year basis.
2. Each additional year of paid work experience providing work direction to others involved in the maintenance and/or construction of highways, streets and/or roads and related public works systems and facilities may be substituted for two (2) years of the required paid work experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the size and kind of vehicles to be operated.

HIGHWAY MAINTENANCE SUPERVISOR I (OC) #60057680 (CONTINUED)

TRANSCRIPTS: Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. Highways, Drainage Facilities, Related Structures, and Snow and Ice Control – These questions test for knowledge of practices and materials used in the maintenance and repair of highway-related structures and may include such areas as roadway surfaces, shoulders, embankments, drainage materials, guide rails, highway maintenance equipment, and ice and snow removal and control.
2. Safety Practices – These questions test for knowledge of and the ability to apply safety principles related to public works construction zones, including traffic control, safe use of equipment, and the overall safety of workers, the traveling public, and the work environment.
3. Plans, Specifications, and Technical Instructions – These questions test for the ability to understand, analyze, and perform computations based on technical drawings and written presentations related to public works projects. All the information needed to answer the questions will be provided in the written material and/or drawings.
4. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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